

South Carolina Student Unique Number System (SC SUNS)

Near Match Resolution Guidelines



Below is the State ID System main page:

The State ID System main page consists of two main sections:

The top section contains command buttons that allow the user to upload batch files, enter individual student records, search for students in extract and download various types of output batch files and claim/release transferring students.

The bottom section provides the user with a list of all batch files that have been either uploaded into the State ID System or entered online. This list will show the current status of each batch and the next action to be performed. In addition, a button in the last column will allow the user to continue where he/she left off in the State ID assignment process.



- **NOTE:** The “**State ID Home**” button, provided on all other screens within the application, will allow the user to come back to this main page at any time. Once on main page, the user can choose to perform another function or exit from the application.

Resolving Near Matches/Duplicates

The screen below shows all the records in a batch that need to be resolved due to near matches/duplicates being found. These records need to be addressed one at a time.

Resolve Near Matches / Duplicates							
Current Login: 0101usr1 Location: 0009-James Madison High School							State ID Home
1 Student Record Needs Human Review							
Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101
							Review and Select

To review and resolve a near match/duplicate record, click on **Review and Select**. This will take the user to the “Resolve Near Matches/Duplicates” interface, where the user will be in a position to compare the input record with the reported near match/duplicate record(s).



NOTE:

All records reported as near matches/duplicates must be reviewed and resolved. Only after this will the user be in a position to extract and download the output batch file that will contain the State IDs assigned to the individual students

The screen below is where the user will review and resolve each of the near matches/duplicate records reported during the State ID assignment process:

This is the record that needs to be resolved

Resolve Near Matches / Duplicates

Current Login: 0101usr1 Location: 0009-James Madison High School

[State ID Home](#)

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101

Near Matches / Duplicates Found

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101	0.999 [MATCH]

The match probability and type of match (Near Match or Match)

This section contains the corresponding near match/ duplicate records

To compare the record to be resolved with a near match/duplicate record in detail, click on the hyperlink either in the Last Name or First Name column of the near match/duplicate record.

This is the record that needs to be resolved

This is the selected near match or duplicate record

Resolve Near Matches / Duplicates

Current Login: 0101usr1 Location: 0009-James Madison High School State ID Home

Student Record Being Reviewed

First Name:	MELANIE	Middle Name:	R	Last Name:	MOOTZ	Suffix:	
District:	0009 Allentown School District			School:	0101 James Madison High School		
Gender:	FEMALE	Date Of Birth:	10/02/1994	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN		Sch. Yr:
Res. Dist:	0009			Local Student ID:	110406667		Grade:
Comments:	1780367988;						

Near Match/ Duplicate Student [State ID: 178-036-7988 - 0.999 MATCH]

First Name:	MELANIE	Middle Name:	R	Last Name:	MOOTZ	Suffix:	
District:	0009 Allentown School District			School:	0101 James Madison High School		
Gender:	FEMALE	Date Of Birth:	10/02/1994	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN		Sch. Yr:
Res. Dist:	0009			Local Student ID:	110406667		Grade:
Comments:							
Created:	03/31/2005	Last Updated:	03/31/2005	Last Detail:	16		

Return to List of Near Matches

To return to the previous page, click:

Return to List of Near Matches.

Using the above two screens, a user can compare the input record that needs to be resolved with the reported near match/duplicate records (shown in the bottom section). If a given input record can't be resolved by looking at the information displayed, the user can analyze the matching students offline by collecting and comparing more information outside the State ID System.

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101

Assign Selected
Create New ID
Cancel Record
Select Another Record

Near Matches / Duplicates Found

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	MOOTZ	MELANIE	R		10/02/1994	FEMALE	0009	0101	0.999 [MATCH]

SCHOOL INFORMATION	
District	0009
District Name	Allentown School District
School	0101
School Name	James Madison High School
Street	Madison St
City	Demo City
State	NY
Zip	10406
Contact	Mr. Principal
Title	Principal
Phone	(232)555-0101
Fax	(232)666-0101
Email	0101@0009.abc

[\[close\]](#)



- TIP:** If the matching student is in a different school district/school, the user may need to contact the corresponding agency. The user can get the contact details of the corresponding agency by clicking the “School Code” hyperlink. A pop-up window will display the contact information as seen above.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender
MOOTZ	MELANIE	R		10/02/1989	FEMALE

Near Matches / Duplicates Found									
	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	MOOTZ	MELANIE	R		10/02/1989	FEMALE	0009	0101	0.999 [MATCH]

Based on the analysis:

If the user determines that one of the students listed in the bottom near match/duplicates section is the same as the input student whose record is being resolved, the user needs to “assign” the State ID of that matching student to the input student. To perform this action, the user can select the radio button of the matching student and click: **Assign Selected**.

A popup appears asking if the user is sure that this is the same student. The user can click **Yes** to confirm it is, or click **No** to cancel the action.

When the user clicks **Yes**, the existing State ID of the matching student is assigned to the input student, and the matching student's record information is logged in the history table. A new State ID is not created, since both the records were identified to belong to the same student. When the user clicks **No**, no action is taken and the input record will continue to remain as "Waiting to Resolve Near Matches/Duplicates".

If the user determines that none of the records matches the input batch file record, the user can assign a new State ID for the input student. To perform this action, click **Create New ID**. This will assign a new State ID for the input student.

If the user determines that the input record should not be considered for State ID creation or wishes to cancel for some other reason, the user can cancel this record. To perform this action, click **Cancel Record**. Once this is done, the record is marked as canceled in this batch and no action is taken.

Reasons to cancel could be that the user cannot resolve this case at this time, but at the same time doesn't want to hold up the rest of the batch from ID assignment. Any canceled student can be fed again through another batch or entered online later.

After performing any one of the above actions, the user will receive an appropriate confirmation message.

If there are more records to be resolved the user can proceed to another record by clicking **Select Another Record**.

A user can skip a record by clicking **Select Another Record**. In this case, the skipped record will remain as "Waiting to Resolve Near Matches/Duplicates" and the user must resolve this case later before proceeding to the next step.

Once all records are resolved, the user will be taken to the next step, which is "Download State ID".